

## Communication & Events Coordinator

DEPARTMENT: Institute for Educational Opportunities  
 Closing Date: Review will begin January 13, 2017 and continue until position is filled  
 Employment Detail: Permanent, Full-Time  
 Hiring Zone: \$38,000

### DUTIES:

- Manage, maintain, update and redesign as necessary the [www.cfwep.org](http://www.cfwep.org) websites.
- Manage, maintain, and update the Cfwep.Org social media platforms including Facebook, Instagram, and Twitter in order to advertise and communicate Cfwep.Org accomplishments and events.
- Design Cfwep.Org brochures, posters/displays, promotional materials and other print and graphic media and/or video media communication (i.e press releases, PSAs, print advertisements).
- Design and contribute to layout and editing of the Cfwep.Org Publication, *The Montana Steward*.
- Develop, organize, and plan for Cfwep.Org special events including Clean Up Blacktail Stream Day and annual fundraising events.
- Assist in the development and implementation of public education programs.
- Perform public presentations, facilitation of public meetings and networking communication with Cfwep.Org partners, stakeholders and community members.
- Assist in the development and implementation of a coordinated fundraising approach for Cfwep.Org
- Assist with Cfwep.Org classroom outreach programs as needed.
- Ability to travel throughout Southwest Montana.

### REQUIRED QUALIFICATIONS:

- Bachelor's degree and at least 1 year related work experience.
- Proficiency in web design and print layout.
- Ability to travel throughout the Upper Clark Fork watershed (Butte to Missoula).

### REQUIRED SKILLS:

- Excellent writing, oral, interpersonal and organizational skills.
- Demonstrated presentation skills for a variety of age groups.
- **\*NOTE: All selected applicant interviews will include a presentation of his/her portfolio of applicable work**

### PREFERRED QUALIFICATIONS:

- Experience with video production and editing software.
- Bachelors or higher degree in a communications or media related field (i.e. PTC, communications, marketing or graphic design).
- Knowledge of the Upper Clark Fork watershed history, restoration and stakeholders.
- Demonstrated success with fundraising and special event planning.
- Experience with grant writing.
- Teaching ability with variety of age groups.

To apply, please submit the following items:

1)Letter of application, 2) Resume', 3)Name and contact information for 3 professional references

**The items listed above should be sent or e-mailed to:**

Montana Tech Human Resources, 1300 West Park Street, Butte, MT 59701  
 e-mail: [HumanResources@mtech.edu](mailto:HumanResources@mtech.edu) Phone: 406-496-4380 Fax: 406-496-4387

Any offer of employment is contingent upon a satisfactory criminal background check.

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